



Australian  
Society of  
Archivists

**Australian Society of Archivists Inc.**

**Privacy Policy 2015**

Approved by ASA Council 4 September 2015

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**1. Name of Policy**

This is the ASA Privacy Policy 2015

**2. Commencement**

This policy commences on 12 October 2015.

**3. Policy is binding**

Except to the extent that a contrary intention is expressed, this policy binds elected and appointed office bearers, volunteers and staff of the Australian Society of Archivists Inc (the ASA).

## 4. Statement of intent

This policy:

- (a) States the ASA's commitment to the protection of privacy and the appropriate management of personal information;
- (b) Sets out the rights and responsibilities of the ASA, its office bearers, volunteers and staff;
- (c) Requires office bearers, volunteers and staff to understand how personal information is defined and to be aware of the applicable information protection principles in their work for the ASA;
- (d) Provides for the establishment and maintenance of privacy procedures for the collection, use and disclosure of personal information by the ASA.

## 5. Application

This policy applies to the ASA, its elected and appointed office bearers, volunteers and staff.

## 6. Definitions

ASA	means the Australian Society of Archivists Inc
Council	means the governing body of the ASA
contractor	a person engaged by the ASA on a fee for service basis
information protection principles	means the Australian Privacy Principles contained in Schedule 1 of the <i>Privacy Act 1988</i> (Cth) (the Privacy Act)
officer bearer	a person either holding an elected or appointed office in the ASA
personal information	has the meaning given in section 6 of the Privacy Act: <i>personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:</i> <i>(a) whether the information or opinion is true or not; and</i> <i>(b) whether the information or opinion is recorded in a material form or not.</i>
Secretary	means the elected Secretary of the ASA
staff member	means a person employed by the ASA
Volunteer	means a person who provides a service to the ASA without receiving payment

## **7. Procedures**

- (1) The Secretary will prepare procedures relating to the collection, use and disclosure of personal information by the ASA for approval by Council from time to time.
- (2) The procedures must be followed by office bearers, volunteers and staff.
- (3) The Secretary is responsible for ensuring the currency of the procedures and preparing appropriate amendments for approval by Council.

## **8. Rights and responsibilities**

- (1) The ASA Council is responsible for:
  - (a) making members, office bearers, staff and volunteers aware of this policy and the privacy procedures;
  - (b) establishing the privacy procedures;
  - (c) ensuring contractor's procedures are compliant with this policy and the privacy procedures.
- (2) The Secretary will respond promptly to requests for access to personal information by the person to whom it relates and will impose as few restrictions as possible on the release of this personal information to individuals.
- (3) ASA members, office bearers, staff and members of the public have the right to access and correct their personal information held by the ASA.
- (4) Staff, office bearers and volunteers are responsible for ensuring their ASA work practices comply with this policy and with any privacy procedures.
- (5) Any breaches of the information protection principles must be reported to the Secretary.

## **9. Complaints and internal review**

- (1) Individuals, including members of the public, who believe they have grounds to complain about the ASA's management of their personal information may seek an internal review of the relevant conduct.
- (2) Applications for internal review must:
  - (a) be made in writing to the Secretary;
  - (b) include a return address;
  - (c) be lodged within six months of the applicant becoming aware of the relevant conduct.
- (3) The Secretary may decide to accept an application lodged out of time.
- (4) The Secretary must report the findings and any proposed actions in response within 60 days of receipt of the application to the applicant.

**NOTES**

Date adopted	4 September 2015
Date commenced	12 October 2015
Administrator	Secretary
Review date	12 October 2017